



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15716
APO AP 96271-5716

IMKO-AC-HR

0 • JAN 2006

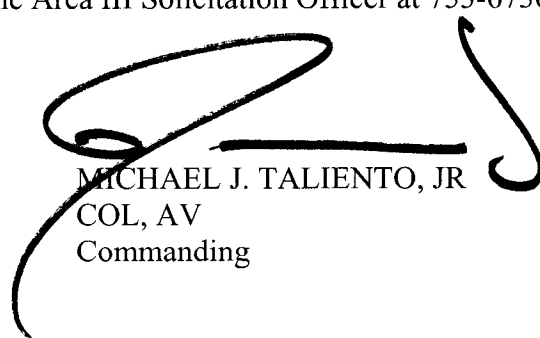
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Area III Support Activity Policy Memorandum #28, Insurance Solicitation

1. This policy supersedes United States Army Support Activity Area III Policy Memo #28, Insurance Solicitation, 17 July 2002.
2. References:
 - a. Army Regulation (AR) 210-7, Commercial Solicitation on Army Installations, 15 April 1982.
 - b. United States Forces Korea Regulation 210-7, Sale of Commercial Life Insurance and Mutual Funds on USFK Installations, 4 August 1999.
3. Insurance agents are authorized to solicit insurance within Area III if approved by the Area III Commander or designated representative. The Directorate of Human Resources (Solicitation Officer) is responsible for complaints and inquiries involving insurance agents.
4. There are a number of restrictions on insurance agents designed to protect potential clients. Violations by these agents should be reported immediately to the Solicitation Officer. The Solicitation Officer will then take steps necessary to resolve the issue. In accordance with AR 210-7, violations will be reported through the chain-of-command in official memorandum format to the Area III Commander.
5. Insurance solicitation is a privilege that can be revoked if insurance agents do not comply with established guidelines. The standards of conduct and limitations are clearly identified in the solicitation agreement, and signed and agreed upon by each Insurance Agent.
6. The point of contact for this policy is the Area III Solicitation Officer at 753-6736.

3 Encls

1. Authorization Memo
2. Solicitation Agreement
3. Insurance Checklist


MICHAEL J. TALIENTO, JR
COL, AV
Commanding

DISTRIBUTION:
A & B

SOLICATION AGREEMENT (page 3 of 3)

(7) I will not use a retired military ID card to gain entrance to any Area III Installation for the purpose of solicitation.

(8) I am not permitted to solicit in areas in which personnel congregate, including, but not limited to, Recreation Centers, Community Activity Centers, Community Clubs, Theaters, Bowling Centers, Open Messes, Clubs, Snack Bars or Canteens, Army and Air Force Exchanges, Day Rooms and Barracks.

(9) I am not allowed to conduct any type of group briefings. When asked by any member of the chain of command, I will inform them that AR 210-7, Chap 3, paragraphs 3-2c and 2-8(f)(2) forbid such practices.

(10) Solicitation **will not** be:

(a) Conducted in a manner which indicates official sponsorship or approval of the product by the US Government, Department of Veterans Affairs or any other element of government.

(b) In competition with Military Exchanges or their Concessions.

(c) Given logistical support by US Forces.

3. I also understand that a violation of, or noncompliance with any of the items stated above or the regulations governing my business activities in Area III will be sufficient reason for the immediate revocation of the privilege to solicit for myself or my company or both, on all USFK installations and the revocation of the Area III solicitation authorization letter.

COMPANY NAME AND ADDRESS: _____

AGENT'S LOCAL OFFICE ADDRESS/TELEPHONE
NUMBER: _____

AGENT'S INSURANCE IDENTIFICATION
NUMBER: _____

NAME, SIGNATURE AND DATE: _____

WITNESSED BY: _____
JON E. GRAYSON, SOLICIATION OFFICER, 753-6736

SOLICITATION AGREEMENT (page 2 of 3)

2. In addition to the provisions indicated on page 1:

a. I agree to:

(1) Complete Part II - Full Disclosure, and Part III - Certificate of Compliance for each sale of a commodity, service, or real property for which I extend consumer credit. A copy of this or any other document signed by the client will be provided to the client at the time of sale.

(2) Furnish copies of sales slips or cards covering commodities or services offered for sale to designated officers when so requested, and a copy of a business reply card, if applicable.

(3) Insure delivery of items sold.

b. I understand that:

(1) I am authorized to accept direct payment in Won only. I am not authorized to accept payment in US dollars (does not apply to Life Insurance Agents).

(2) I will be permitted entry onto an installation only after being authorized by the Installation Commander or authorized agent.

(3) I am to remain in the area only long enough to complete business with the individual with whom I have a prearranged appointment.

A POST/BASE PASS WILL BE ISSUED WITH AUTHORIZED ACCESS 1500-2100 WEEKDAYS, WEEKENDS AND HOLIDAYS. IT WILL ALLOW ENTRY TO AN AREA III INSTALLATION SOLELY FOR THE PURPOSE OF SOLICITATION. ENTRY TO THE INSTALLATION BEFORE OR AFTER THESE DESIGNATED TIMES WILL RESULT IN SUSPENSION OF PRIVILEGES. POSSESSION OF A RETIRED ID CARD DOES NOT CONSTITUTE AUTHORIZATION TO SOLICIT OUTSIDE OF THE ESTABLISHED GUIDELINES.

(4) I will not use this authorization to solicit sales for any company or item which I have not been authorized to sell.

(5) I will not permit Insurance Agency Trainees to accompany me while engaged in solicitation, nor will I allow unauthorized personnel to accompany me.

(6) I will not provide fraudulent documentation to gain authorization to solicit on military installations.

Date: _____

Date: _____

SOLICITATION AGREEMENT (page 1 of 3)

1. I have read and understand AR 210-7 and USFK Reg 210-7 governing solicitation within Area III. I will comply with all the provisions of the above directives, to include the following:

a. I will solicit only on an individual basis by specific prearranged appointment and only in a conference room environment provided by the unit. This excludes all living quarters' spaces.

b. I will not solicit service members in an "on duty" status.

c. I will not possess, or attempt to assist with/or coordinate the administrative processing of DD Form 2558, Authorization to Start, Stop, or Change an Allotment.

AGENTS DISCOVERED HAVING ALLOTMENT FORMS IN THEIR POSSESSION WILL BE IMMEDIATELY SUSPENDED FROM ACCESS TO ALL AREA III INSTALLATIONS AND REQUEST MADE TO PERMANENTLY DENY FUTURE ACCESS TO ALL USFK INSTALLATIONS.

d. I will not wear name tags or carry or otherwise display the name of the company or the product I represent. Similarly, there will be no product or company identification visibly displayed on or within my Privately Owned Vehicle.

e. I will not distribute literature or make literature available for distribution to other than the person being interviewed.

f. I will not use bulletin boards, notices, posters, formations or other media to announce my presence or availability.

g. I will not procure or attempt to procure rosters of Department of Army personnel.

h. I will not solicit mass groups or captive audiences (two or more persons).

i. (For Life Insurance only), I will determine if enlisted service members being solicited are in pay grades E1-E3. If personnel in these pay grades apply for insurance, I will complete DA Form 2056 (Commercial Insurance Solicitation Record) and provide a copy to the service member and the Solicitation Officer within 24 hours of date of application.

j. I will complete the remarks section of DA Form 2056, with information considered pertinent and will include a clear statement that dividends are not guaranteed if the presentation refers to dividends.

Encl 2

Date: _____



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MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Authorization Memorandum to Solicit in Area III

1. References Army Regulation 210-7 and United States Forces Korea Regulation 210-7.

Mr/Ms _____, representing Insurance Company of America is authorized to solicit insurance.

3. The authorization is not valid unless Mr/Ms _____ has the signed original copy of this memorandum in his possession and:

a. The Solicitation Agreement required by the Area III Commander that bears the signature of the agent and is witnessed by the Solicitation Officer, with

b. A valid temporary Tradesman Identification Card issued by the Republic of Korea, and a valid pass and/or ID issued by the Area III Pass & ID Section.

4. This memorandum is valid until:

5. If further information is required please contact the Director, DHR at 753-6736.

FOR THE COMMANDER:

FULL NAME
GRADE, Branch
Deputy Commander

INSURANCE CHECKLIST

1. The following information must be supplied to the Solicitation Officer in order to complete the packet required to solicit in Area III:

- a. Valid Passport/Visa (original)
- b. Residency Book/Current company (original)
- c. Letter of Employment (original)
- d. 3 – 4 passport-sized photos
- e. USFK Form 82, Application for Temporary Post Pass (typewritten)
- f. USFK Form 225EK, Personal Background Statement (if current one is over 5 yrs old)
- g. Signed Solicitation Agreement (original)
- h. Turn-in old Solicitation Agreement (when new one is issued, if applicable)
- i. Turn-in old Post/Base Pass (when new one is issued, if applicable)
- j. Photocopy of Retired ID card, if applicable.

2. If further information is needed, notify the point of contact at 753-6736.

FULL NAME (Director, DHR)
Solicitation Officer

NOTE: Access to the installation is denied until the complete solicitation packet is approved by the Installation Commander or designated representative.....

TEMPORARY PASSES/STAMPS WILL NOT BE AUTHORIZED